

## MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD

**Location:** Onslow College Staffroom

**Date:** 24 February 2025 AT 5:30 PM

**Present:** Nell Fitzjohn, Chris Albertson, Andy Inder (Chair), Ezra Shaw, Jessica Churchman, Maia Thompson (Online), Melina Hogg, Bronwyn Raybould, Piripi Evans, Huia Puketapu, Tim Dagger, Connor Baird, Jono Wyeth

**Apologies:** Carol Murray-Brown, Chris Albertson, Marianne Taylor

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### Welcome

### Meeting Administration

### Election of Presiding Members and Deputy Chairs

#### **Nominations were called for Board Co-Chair**

Piripi Evans nominated Andy Inder as Co-Chair

Nell Fitzjohn seconded the nomination.

Andy Inder Accepted the role of Co-Chair

Bronwyn Raybould was co-opted on as the whānau rep and Co-Chair (Presiding Member)

Bronwyn Raybould accepted the role of co-chair.

#### **Nominations were called for Deputy Chair**

Andy Inder nominated Chris Albertson

Chris Albertson accepted the role of Deputy Chair offline.

**Moved:** Nell Fitzjohn | **Seconded:** Huia Puketapu | **CARRIED**

### **Co-opted Members back on board for 2025**

#### **Student representatives**

- Ezra Shaw
- Maia Thompson
- Jessica Churchman

#### **Co-opted Mana Whenua Representative**

- Huia Puketapu

**Moved:** Andy Inder

### **General Business**

#### **Political Neutrality for school boards**

There was a discussion about the importance of maintaining neutrality as a school board, particularly in relation to submissions on government policies. Concerns were raised that the board may not have appeared neutral in past submissions. While there is no issue with the board making a submission, careful attention must be given to its content.

It was noted that any proposal the board submits should align with the school's charter and not contradict it. The statements made in previous submissions were based on the Education Act and were presented in a neutral manner. The board's role is not to interpret political implications but to provide factual input to support the Minister and government in shaping policy.

However, it was acknowledged that the board must be mindful of conflicts of interest and ensure that it not only remains politically neutral but also appears to be so. The Board has consistently discussed and obtained approval for all submissions, ensuring alignment and transparency. This process will continue to be followed in the future.

## **Administration**

### **Code of Conduct**

The Board discussed and approved a revised code of conduct, ensuring alignment with state school standards and emphasising political impartiality. They also recognised the need to establish clear procedures for conflict resolution and develop a professional development plan.

**Action:** To distribute the revised Code of Conduct to the Board for feedback and to distribute for signing the following week.

### **Delegations of Authority**

The board agreed to approve and sign off the Delegations of Authority.

**Moved:** Andy Inder | **CARRIED**

### **Draft work plan**

The board reviewed the draft work plan and the subcommittee structures for the upcoming year were finalised, with the Risk and Safety committee replacing the previous Health and Safety committee, while the HR committee will remain ad hoc.

## **Disclosure of Conflicts of Interest**

No new conflicts disclosed

## **Minutes and Matters Arising**

### **Motion:**

*The minutes of the meeting held on 9 December 2024 were confirmed as being a true and accurate record of the meeting.*

**Moved:** Ezra Shaw : **Seconded:** Nell Fitzjohn | **CARRIED**

## **Correspondence**

The Board reviewed responses to a letter sent to MPs regarding funding for another school. They decided to send a follow-up letter clarifying that their focus is on community representation rather than critiquing the Finance Minister. To improve transparency, the Board also committed to providing regular updates on the school building project through school newsletters. They further agreed to standardise communications and ensure health and safety remains a prominent focus in school updates.

**Action:** Board to write the letter in response to Nicola Willis. The student reps to also write a letter in response.

*Correspondence was noted and the board unanimously moved all correspondence.*

**Moved:** Andy Inder: | **CARRIED**

## **Discussion Papers**

### **Principals Report**

The Board discussed the support received from other schools following the loss of a student and agreed to send a letter of appreciation. Katrina will draft the letter on behalf of the board.

Despite the various disruptions at the start of the year, staff and students have adapted well, creating a calm and productive atmosphere. The transition to 75-minute periods has received minimal feedback from students, with many initially hesitant but now finding it beneficial. Student representatives noted that while the longer sessions make the morning feel extended, they have not experienced significant issues. A feedback process will be initiated to assess how students are adjusting to the new schedule, including break times.

The Board requested that student representatives report back on their experiences with "Taku Ara" to help refine the programme, particularly for Year 9 students. There was also feedback for the Senior Leadership Team (SLT) regarding classroom consistency, with some teachers providing clear subject introductions and course outlines in Google Classroom, while others only list unit standards. A standardized approach will be encouraged.

**Action:** Huia to provide a presentation to the Board on Taku Ara

**Action:** The principal will investigate the timing of sending emails and assessments.

In preparation for senior students' study leave, a template will be updated to reflect that Week 3 of Term 4 marks their departure for exams. Additionally, instead of a traditional overnight Year 9 camp, the school will offer two one-day programs this year.

The Board also discussed the Kāhui Ako, a network of 24 schools from primary to secondary levels, which helps track student progression from Year 1 through to secondary education. Without another high school to collaborate with, the school is looking at ways to enhance shared pedagogical approaches.

Concerns around Education Outside the Classroom (EOTC) risks were reviewed, with adjustments made to mitigate weather-related concerns, such as moving the surfing trip to Friday.

Regarding the Strategic Plan, the rollout of the Te Reo program was discussed, with a focus on setting clear targets and measuring progress. The Board emphasised the need to minimise additional paperwork for staff by utilising existing data sources for tracking progress effectively.

**Moved: Andy Inder | CARRIED**

### **Property Committee Update**

The Property Committee expressed their gratitude to Barry at Kensway for his and his team for getting the school ready for Term 1.

**Action:** Katrina will determine an appropriate way to formally thank him.

The committee also acknowledged Katrina for her dedicated mahi on the ground with property to get the school operational for Term 1.

Additionally, it was agreed that the Board should include substantial updates on property developments in the communications to the community. The committee also recognised the students for their resilience and adaptability in navigating the ongoing changes around the school.

### Finance Committee Update

The Finance Committee discussed the full-year budget deficit of \$185k and whether to approve it or make further cuts. The SLT indicated that there is little room left for reductions without affecting support and teaching staff.

With the upcoming BOT election and a forecasted roll decline, the Board acknowledged the potential impact on government grants. While the school has good reserves, a risk review will be necessary for future financial planning. The Ministry still considers the school key to Wellington's growth, with a projected capacity of 2000 students, but this does not address immediate financial concerns.

The board approved the budget while requesting the committee to review long-term revenue strategies, particularly assumptions around subject donations. Craig's conservative approach to subject donations was noted, using historical trends from the past five years.

It was agreed to put the \$100k allocation for furnishings on hold until mid-year, at which point the capital budget will be revisited. The Risk and Safety Committee will discuss long-term deficit planning, focusing on strategic financial decisions. A half-year financial review meeting will be scheduled to reassess the situation.

**Moved:** Huia Puktapu | **Seconded:** Ezra Shaw | **CARRIED**

**Motion:** To approve the \$13,000.00 write off.

The board unanimously approved

**Moved:** Nell Fitzjohn | **Seconded:** Bronwyn Raybould | **CARRIED**

### Student Verbal report

Two student concerns were raised: access to support for learning differences and issues with school bathroom facilities. A student reported ongoing difficulties in receiving academic support, which had negatively impacted their learning. The board discussed ways to connect the student with the appropriate support staff to address their needs.

Regarding bathroom facilities, students highlighted several issues, including long wait times, vaping, phone use, safety concerns, and faulty locks. While the board acknowledged these challenges, they noted certain limitations in fully resolving them. Instead, they suggested improving communication, involving student leadership, and increasing parental engagement as potential strategies to address the concerns.

*The Board moved into committee at 8:20pm*

*The Board moved out of committee at 8:30pm*

Approved as a true and correct record:

Signed:   
[Bronwyn Raybould \(Apr 7, 2025 10:54 GMT+12\)](#)